

## **Guidance for the preparation of a proposal**

### **The U.S. Ambassadors Fund for Cultural Preservation Proposal**

**Project title:** A descriptive title – up to 10 words

Project Dates:

World Heritage Site?:

Name of World Heritage:

Is the property or object privately owned?

#### **Project Applicant Information:**

Applicant name:

Type (NGO, Government):

Address:

Website:

Project Director:

Project Director Title:

Mobile phone:

Fax:

E-mail:

Comments:

#### **Project Location:**

Project site:

City:

Country:

Brief description of site:

**Project Purpose and Summary** (briefly explain the project's objectives and desired results):

#### **Project Timeframe or schedule:**

Sequence and duration of activities:

Total time frame:

#### **Importance of Site, Object, or Form of Expression:**

#### **Urgency of the project:**

**Project Budget Worksheet:** Provide a short explanation of each budget category.

Personnel

Travel

Equipment (Rental or Purchase)

Materials & supplies

Contractuals

Travel

Other

Total requested from Ambassador's Fund

Funds from Other sources

Cost sharing if any

**Background of the organization:**

**Official permission to Undertake Project:**

Provide letter from the Ministry of Culture endorsing the project.

**Resumes:**

Of key personnel involved in project

**Images and Audiovisual Files:**

Provides as many images as possible of the site